

PROCEEDINGS OF THE BROWN COUNTY ADMINISTRATION COMMITTEE

Pursuant to Section 18.94 Wis. Stats., a regular meeting of the **Brown County Administration Committee** was held on Thursday, January 28, 2010, in Room 200 of the Northern Building – 305 East Walnut Street, Green Bay, Wisconsin

Present: Tom Lund--Chair, Patty Hoeft, Jack Krueger, Tony Theisen, Andy Williams.
Excused:
Also Present: Kerry Blaney, Bill Dowell, Bob Heimann, Tom Hinz, Kurt Hogarty, Debbie Klarkowski, John Luetscher, Darlene Marcelle, Carolyn Marique, Jayme Sellen, Lynn VandenLangenberg.
Mark Hess, Pete King, Todd Parczick, and Other Interested Parties.

I. Call to Order:

The meeting was called to order by Chairman Tom Lund at 5:30 p.m.

II. Approve/Modify Agenda:

Motion made by Supervisor Krueger and seconded by Supervisor Williams to move Item No. 6 to after Item No. 1a and approve as modified. MOTION APPROVED UNANIMOUSLY.

III. Approve/Modify Minutes of December 22, 2009:

Motion made by Supervisor Williams and seconded by Supervisor Krueger to approve. MOTION APPROVED UNANIMOUSLY.

1. Review of Minutes:

a. Housing Authority (12/21/09):

Motion made by Supervisor Krueger and seconded by Supervisor Williams to receive and place on file. MOTION APPROVED UNANIMOUSLY.

(Item No. 6 was taken next.)

Communication:

2. Communication from Supervisor Lund to refer to Administration that any employee who would voluntarily submit to a yearly health assessment and maintains a proper weight and level of fitness would be eligible for reimbursement regardless of affiliation with a health club (*Held for 60 days – per November mtg.*):

Motion made by Supervisor Krueger and seconded by Supervisor Williams to hold for 1 month. MOTION APPROVED UNANIMOUSLY.

(Supervisor Theisen arrived at 5:41 p.m.)

Motion made by Supervisor Krueger and seconded by Supervisor Williams to suspend the rules and take Items Nos. 3 and 4 together. MOTION APPROVED UNANIMOUSLY.

3. Communication from Supervisor Knier re: Adopt a resolution requiring a salary study for each position and candidate filled by appointment. (*Held until January mtg. – per December mtg.*):

4. **Communication from Supervisor Knier re: Require Human Resources to provide cost of living adjustments based on location when providing comparable salary numbers. (Held until January mtg. – per December mtg.):**

Motion made by Supervisor Krueger and seconded by Supervisor Williams to hold Items Nos. 3 and 4 for 1 month. MOTION APPROVED UNANIMOUSLY.

(Supervisor Hoeft arrived at 5:42 p.m.)

5. **Communication from Supervisor Williams to return the Information Services position of Karen Christens back to the Information Services Table of Organization from the Administration Table of Organization. (Referred from January County Board):**

Supervisor Williams stated that during the budget process Information Services and Administration Departments were separated.

Lynn VandenLangenberg, Director of Administration, explained that when both departments were together work was being done on the financial systems project, which was approved in 2006. She indicated that there are still other portions to be implemented. Ms. VandenLangenberg said in 2008, when implementation began, the vendor told her that an Information Services (I.S.) security person and a security person with financial background would be needed. She stated that Karen Christens was named as I.S. security person, with backup by Laura Workman; and Mary Wolske as the finance security person, with backup by Carolyn Marique. She said in September, 2009, the Program Analyst position was placed under the Project Manager; and in the budget, the Project Manager and project team was placed under the Director of Administration.

Supervisor Williams asked why the dollars for this position were not transferred to Administration Department. Ms. VandenLangenberg stated that this is like some of the other positions that are moved, and it is a transfer between the departments. When asked by Supervisor Williams, Ms. VandenLangenberg reported that this did not go to the County Board for approval; because it was a change within the Administration Department that was discussed with Human Resources. Supervisor Williams asked if Ms. Christens was also trained to perform some of the election work with the County Clerk; Ms. VandenLangenberg replied that Ms. Christens as well as other I.S. people have been trained in that area.

When Supervisor Williams made the motion below, he explained that he thinks this position is out of place, even though he understands the importance of the work to be done to complete that project. He added that he did not think it made sense to have an I.S. person report to someone in Administration, who would not be knowledgeable and able to evaluate the performance of that individual.

Bob Heimann, Director of I.S. Department, was asked by Supervisor Theisen to speak about this. When questioned, Mr. Heimann stated that this person had been reporting to the Manager of Applications, Laura Workman, who reports to Mr. Heimann. As of January 1, 2010, this person now works through the Administration Department and is no longer attending any I.S. meetings. He added that, when a request was made for this person to assist I.S., I.S. was told that this person did not have time to assist I.S.; therefore, I.S. had to pay a consultant to perform those duties. Supervisor Theisen asked Mr. Heimann if Mr. Heimann felt this position should report to I.S. Mr. Heimann replied by saying he did think this position should be part of the I.S. Department; because in 2009 the County Board transferred a technology person at the 911 Center and a consultant in Human Services to I.S., and both have worked very well. He added that last year there

was person added to the I.S. Department, who works 3 days per week at the Sheriff's Department.

When Supervisor Theisen asked if there was any person present who thinks this position should stay in Administration, Ms. VandenLangenberg expressed concern that the financial systems project would be delayed if the position was moved to I.S. and a dedicated person was removed from Administration. She said it should not matter who this person reports to, but the bottom line is this project needs to be completed. She also said it needs to be completed with the players with the background, and a commitment to a resource is needed.

When asked by Supervisor Theisen, Mr. Heimann said this is the right person to continue this; and he said he totally supports that. However, he said that person might be 90 percent dedicated to the financial package and 10 percent helping other I.S. people, answering questions, attending meetings, understanding security, etc. He stated that there are 2-3 additional I.S. people helping with this project; the precedence is there that I.S. employees are helping all departments.

Darlene Marcelle, County Clerk, said every year she creates a weekly duty for elections. She said this year there are four elections; so she approached Mr. Heimann, explained that Karen Christens was approved and trained at a cost of \$7,500, and asked Mr. Heimann if he could have Ms. Christens report to Ms. Marcelle's department on specified dates for elections. She said Mr. Heimann told her that he was not Ms. Christens' director and, therefore, could not make that decision. Both Mr. Heimann and Ms. VandenLangenberg stated that if this person were needed by Ms. Marcelle, she would be available.

County Executive Tom Hinz said this is a complex issue. He said in theory, if people are working well together, it should not make any difference who this person reports to. He suggested holding this for 1 month.

Ms. Marcelle expressed that she was very disappointed that Executive Hinz called in a County Board member and other people to discuss this single issue, without talking to her. She said she is bound by state and federal laws and has timelines to meet. Executive Hinz replied by saying the conversations he had concerning this had nothing to do with elections; it had to do with I.S., Administration, Ms. Christens' position, and the current programs. He added that Ms. Marcelle will get the assistance needed for elections, but this issue goes much deeper than that.

Supervisor Theisen said it seems to him that he is in support of the motion or it does not seem to be an emergency so he would okay withholding it for a month. He added that he did not care what department a Brown County was employed; he hoped the County would utilize all of the employees' talents.

Supervisor Krueger said he would hate to think this move was made in deception and opined that it did not appear good. He added that this same type of situation occurred recently with an accountant at the Sheriff's Department. He expressed concern that this was not presented to the County Board; because the Table of Organization is the County Board's decision. He stated that (1) he totally believes this individual should carry out the duties of completing the financial systems project; (2) he thinks this can happen under the direction of the I.S. Department; and (3) he believes that this person really belongs under the direction of the I.S. Department.

Supervisor Hoefft said she would not support the motion; because she thinks this debate concerns a day-to-day issue that belongs with the County Executive to decide. She said she would like to hear from the County Executive on this topic. She added that at the

end of the day this Committee should be concerned with completing the project, and how it is completed is the County Executive's job.

Supervisor Hoeft asked Ms. VandenLangenberg for clarification concerning the statement that this decision was made without the knowledge of the County Board. While referring to the attachment, Ms. VandenLangenberg indicated that the motion was to move the I.S. Director and every position under the I.S. Director to the I.S. Department; and she added that this is what is reflected in the resolution. She said she did not want the Committee to have the impression that the change was made without the Board's approval.

After discussion about how the information was presented in the budget and whether or not the change of this position could be made by the Director or required County Board approval, Debbie Klarkowski, Human Resources Director, reported that she had discussed this with Board Attorney Fred Mohr. She stated that she was told by Mr. Mohr that since no additional money was being expended and this involved only reporting relationships, this could be done by the Director without County Board approval.

Supervisor Theisen said he understands that the Director of Administration correctly moved that position and that the County Board moved the I.S. Department, so now the issue is whether or not the position should be moved from one department to another.

Supervisor Williams added that he does think it is important for other department heads and elected officials to be able to go to I.S. for resolution without being told to go to another department. He said when there is an I.S. need, I.S. should respond to that need. He stated that he did not think an employee who is working on a project for another department should be moved to that department during the term of the project. He said he thinks it makes a lot of sense to put this position under I.S., and Mr. Heimann will be accountable for the I.S. portion of the financial systems project.

Chair Lund said he recently attended a meeting on this issue and expressed disappointment that the I.S. Director was not a part of the meeting. He stated that all teams should be working together on this and that there should not have been a need to bring this to the Committee. He said he will support this motion and stressed that he also wants this financial systems project completed.

Supervisor Krueger expressed concern about this issue with regard to labor contracts. He said he thinks this was not done properly from the start and does not think that making this change will affect the completion of the project.

Motion made by Supervisor Williams and seconded by Supervisor Krueger to take the Information Services position and the dollars associated with that position and move them back to the Information Services Department. Vote taken. AYES: 4 (Krueger, Lund, Theisen, Williams); NAYS: 1 (Hoeft). MOTION CARRIED.

(Item No. 7 taken next.)

Other

6. Oneida Seven Generation/Brown County Waste Gasification Project – Contract negotiation guidance:

Chuck Larscheid, Director of Solid Waste Department, introduced Pete King, Oneida Seven Generation; Mark Hess, Project Manager; and Todd Parczick—Alliance Construction.

Mr. Larscheid stated that the Oneida Seven Generations Corporation expressed interest in forming a partnership with Brown County in order to take waste from the Brown County Transfer Station and process it on a parcel of land next to the Waste Transfer Station to

produce gas for electricity. (See attached handout regarding this project.) Mr. Larscheid explained that he was informed by both Corporation Counsel and Board Attorney Fred Mohr that, instead of going through an RFP or bid process, direct negotiations could begin upon approval by the County Board; and then the agreement reached would be presented to the County Board for approval. He reported that the Solid Waste Board and the Planning, Development & Transportation Committee gave approval; therefore, he is requesting approval from the Administration Committee in order to present this to the County Board at the February meeting. He added that Corporation Counsel explained that the request is for guidance from this Committee to allow the Solid Waste Department to go around the bidding and RFP process.

When asked by Chair Lund, Pete King explained that there is land secured next to the Waste Transfer Station for this project. Mr. King estimated that initially 100-150 tons of waste will be removed each day. He added that this process reduces waste by 90-95 percent with a 5-10 percent bi-product. He said this would be financed, developed, constructed, maintained, and operated by Oneida Seven Generations, which is a wholly owned corporation privately chartered under the Oneida Tribe.

Chair Lund asked if there would be a benefit under the Tri-County Agreement, because Brown County would be bringing less into the landfill. Mr. Larscheid said there are two points: (1) Less capacity in the landfills would prolong the landfills; and (2) There are provisions in the Agreement to assure a consistent waste stream and consistent cost expectations for all counties, which might mean that Brown County would have to make up some of the costs. However, he opined that if there is an alternate way to handle waste that does not hurt the other two counties, those other two counties would fully embrace this. He thinks starting with 100-150 tons per day would not have a negative impact.

Chair Lund expressed interest in this project and told Mr. Larscheid that he would like additional information as it progresses.

Motion made by Supervisor Krueger and seconded by Supervisor Williams to approve. MOTION APPROVED UNANIMOUSLY.

(Item No. 2 was taken next.)

Human Resources:

7. Budget Status Financial Report for November 30, 2009:

Motion made by Supervisor Theisen and seconded by Supervisor Williams to receive and place on file. MOTION APPROVED UNANIMOUSLY.

8. Human Resources Activity Report for December, 2009:

Motion made by Supervisor Hoeft and seconded by Supervisor Theisen to receive and place on file. MOTION APPROVED UNANIMOUSLY.

9. Budget Adjustment Request (#10-03): Interdepartmental reallocation or adjustment (including reallocation from the County's General Fund):

Ms. Klarkowski reported that this is a transfer from the Health Reserve Fund Balance to track expenses associated with the new health plan.

Supervisor Krueger asked why this was not in the budget. Ms. Klarkowski replied that this was in the budget and was part of the plan from a bargaining standpoint that was presented to the Committee. She added that this is just a cleaner way to track expenses associated with this plan.

Motion made by Supervisor Theisen and seconded by Supervisor Williams to approve. MOTION APPROVED UNANIMOUSLY.

At this point Ms. Klarkowski reviewed the Director of Administration Position/ Salary Comparison (copy attached) that she indicated was requested from her at the last Committee meeting. She recommended moving this position to a Grade 31, which would be \$87,115 to \$103,789. She added that after a month of advertising for this position, there is not a candidate that Brown County will be pursuing. Conversation ensued regarding the pay range and recruiting. Chair Lund asked that Ms. Klarkowski report back next month on this.

Treasurer:

10. Treasurer's Financial Reports for the Month of November, 2009:

Motion made by Supervisor Krueger and seconded by Supervisor Williams to approve. MOTION APPROVED UNANIMOUSLY.

11. Budget Status Financial Report for the Month of November, 2009:

Motion made by Supervisor Williams and seconded by Supervisor Theisen to receive and place on file. MOTION APPROVED UNANIMOUSLY.

Corporation Counsel

12. Budget Status Financial Report for November, 2009:

Motion made by Supervisor Theisen and seconded by Supervisor Williams to receive and place on file. MOTION APPROVED UNANIMOUSLY.

13. Record Retention (*Held until January 2010 – per October mtg.*)

Mr. Luetscher, Corporation Counsel, said there is an initiative sponsored by the Wisconsin Counties Association (WCA) to draft a comprehensive model records retention ordinance for counties to adopt. He said Supervisor Krueger is on that committee. Mr. Luetscher said he commented to the committee on the draft, and thinks this will be published in 2010.

Supervisor Krueger stated that there was a meeting yesterday concerning this issue, and there were nine items to be changed; but other than that, the final draft was approved and moved to the State. He thinks it should be returned by June with the State's approval, denial, or request for changes.

Mr. Luetscher opined that it is far more comprehensive and up-to-date than the current ordinance. He added he thinks, once it is available, departments will want to move it forward to the County Board for consideration.

Regarding electronic transmissions, Mr. Luetscher said there is no special rule concerning how long records need to be maintained; he stated that electronic records are treated just like all other records. He added that it is the substance of the record that determines the retention period, not the format. He reported that e-mails generally fall into the default retention period of 7 years.

Mr. Luetscher said there are three issues:

- Concerning the preservation and storage of electronic records, the 7 years may be prohibitively expensive; but Brown County can only preserve e-mails for 6 months right now, which Mr. Luetscher opined is unacceptable. When asked what other counties

were doing, he said he heard that Dane County spent over \$500,000 to upgrade to the 7-year retention period. He said his impression is that small counties are really struggling with this and are not all complying. Chair Lund asked if some of the smaller counties could come to Brown County, pay a fee, and have Brown County retain the records. Mr. Heimann said doing this for Brown County municipalities could be feasible, but expressed concern about retaining records on a larger scale.

When Supervisor Williams asked about the volume of e-mails, Mr. Heimann said it was a lot. Mr. Heimann said this was reviewed; because even though it is not the law, the industry accepted standard is 7 years. He said Brown County is technically legal at 6-month retention period; but if there is a large record request, it will be difficult because there is no mechanism in place. He stated that this was reviewed last year, and he learned that for Brown County to set up a 7-year e-mail archiving system, it would cost about \$280,000. He clarified that sent e-mails that are saved in a folder are retained for a longer period of time.

Chair Lund asked if there were filtering devices included in an e-mail archiving system, to which Mr. Heimann replied there was. Mr. Heimann also reported that there is some money in the budget this year to increase disc storage right now, and then an archival project could be proposed for the 2011 budget. Chair Lund asked Mr. Luetscher when he would be able to present a proposal to the Committee; Mr. Luetscher requested 90 days. Supervisor Krueger suggested waiting until June to allow for additional information from the State and WCA.

- Mr. Luetscher opined that Brown County employees need to be made aware that when using the e-mail, there are no privacy rights. He would like to have the proper releases from employees. Chair Lund asked if training was available for the employees. Mr. Luetscher recommended that this be a part of the process for an employee to obtain log-in and said this could be handled administratively.
- Mr. Luetscher reported that there are locations using external e-mail networks to do official business, such as Syble Hopp. When Chair Lund asked Mr. Heimann if those locations could be added to the County network, Mr. Heimann said this would be very simple technologically; however, politically and personalities would require Corporation Counsel to mandate this. Mr. Luetscher suggested that Board Supervisors also have Brown County e-mails.

Mr. Heimann added that he had spoken with Ms. Klarkowski concerning annual reminders to employees in several areas.

Motion made by Supervisor Theisen and seconded by Supervisor Williams to hold until June meeting. MOTION APPROVED UNANIMOUSLY.

Information Services

14. Budget Status Report for November, 2009:

Motion made by Supervisor Krueger and seconded by Supervisor Williams to receive and place on file. MOTION APPROVED UNANIMOUSLY.

15. Director's Report:

Mr. Heimann summarized the report included in the Agenda packet.

Supervisor Theisen stated that there have been some complaints concerning the performance of the computers at the Library. Mr. Heimann said he is planning to attend the next Library Board Meeting. Mr. Heimann also reported that the types of programs accessed by the public of the 150 computers at the Library could slow down the

performance of all of the computers; and he added that there is more use of the computers during times when schools are closed, such as summer and Christmas vacations.

Motion made by Supervisor Theisen and seconded by Supervisor Krueger to receive and place on file. MOTION APPROVED UNANIMOUSLY.

Department of Administration:

16. 2009 & 2010 Budget Adjustment Log:

Motion made by Supervisor Theisen and seconded by Supervisor Williams to approve. MOTION APPROVED UNANIMOUSLY.

17. Grant Application Approval Log:

Motion made by Supervisor Krueger and seconded by Supervisor Theisen to approve. MOTION APPROVED UNANIMOUSLY.

18. Budget Status Financial Report for November 30, 2009:

Motion made by Supervisor Theisen and seconded by Supervisor Krueger to receive and place on file. MOTION APPROVED UNANIMOUSLY.

19. November 2009 Property Tax Levy Financial Report:

Motion made by Supervisor Theisen and seconded by Supervisor Williams to approve. MOTION APPROVED UNANIMOUSLY.

20. January 2010 Director Report:

Ms. VandenLangenberg reported two staffing changes: Budget and Finance Manager for Human Services has resigned; with the hiring freeze it will go to Executive Committee in February. Barbara West started last Monday as the new Risk Manager.

Ms. VandenLangenberg stated that the audit field work has begun. The budget is being updated and put on-line, with fewer printed copies; and with the new system, the information can be uploaded right away. Regarding the financial system, she said work has begun on Kronos; and obviously the first place to get that up and running is the CTC. She said it has a scheduling component that will be helpful, and opined that it is a good system. She added that because it is the first system, it will take longer; but the others should go faster. Ms. Vanden-Langenberg added that this new financial system will be beneficial throughout the entire county, and cited the availability of real-time information and on-line approvals as countywide benefits. She invited the Board members to view this new system, and said Sara Perrizo, Internal Auditor, could help them access it.

Ms. VandenLangenberg said next month she would be working on the bond for 2010. She said it is a \$25 million project, and some items will need to be postponed. Ms. VandenLangenberg also said, concerning the radio operability project, Brown County might package the financing for the radios and enter into agreements to have some of those funds returned to Brown County from fire departments and municipalities. Executive Hinz acknowledged that payments will be made yearly as part of the bond; and he opined that this is a good way to do this, because all will buy in. Chair Lund added that the equipment will then be the same countywide.

Motion made by Supervisor Williams and seconded by Supervisor Krueger to receive and place on file. MOTION APPROVED UNANIMOUSLY.

21. December 31, 2009 Vehicle Listing:

Supervisor Krueger expressed concern that some of the equipment is more expensive to operate, to which Mr. Dowell, Facility Management Director, replied that some vehicles are going to be replaced. Chair Lund suggested replacing some of those fleet vehicles with older hybrids.

Motion made by Supervisor Krueger and seconded by Supervisor Williams to receive and place on file. MOTION APPROVED UNANIMOUSLY.

22. Director's Report:

No Action.

Facility & Park Management:

23. Budget Status Financial Report for November 30, 2009:

Mr. Dowell said there are no issues, and the budget is on track.

Motion made by Supervisor Theisen and seconded by Supervisor Hoeft to receive and place on file. MOTION APPROVED UNANIMOUSLY.

24. Offer to Purchase Existing County Property:

Mr. Dowell stated that a final resolution is needed for the former mental health facility, and selling that property is an option. Mr. Dowell said he is asking for approval to request Offers to Purchase; then those offers would be reviewed and weighed against other possibilities before a final decision is made. When Chair Lund asked about obtaining an appraisal, Executive Hinz stated that Brown County does know the value of the property. Mr. Dowell added that there is a cost to maintain this property, and it would be expensive to renovate it for Brown County purposes; he opined that requesting the offers could lead to a good option.

Supervisor Krueger stated that, as he mentioned at the recent Facility Master Plan Subcommittee meeting, the entire big picture needs to be considered; so, when it comes before the County Board, the options should be outlined with the corresponding dollar amounts. He added that there will be a tour Tuesday at noon, and invited the supervisors to attend. He pointed out another thing to consider: The equipment still located on the property, such as hospital beds, could be purchased by or donated to other organizations rather than scrapped. Supervisor Theisen suggested having an auction for those types of items.

Mr. Dowell stated that originally 13 acres were being considered; however, now the suggestion is to reduce this to 8 acres.

Supervisor Krueger asked about the portable classrooms located on the property and suggested that there might be a school district in need of those. He said he does not want Brown County to be reactionary, and expressed concern about possible vandalism. Mr. Dowell replied that there is a security person at the facility who tours the building several times during the evening and night; and he is scheduled to meet with the Facility Manager to discuss security and the upcoming tour of the facility.

Motion made by Supervisor Williams and seconded by Supervisor Hoeft to approve. MOTION APPROVED UNANIMOUSLY.

25. Director's Report:

Mr. Dowell distributed and reviewed handouts (copies attached).

Motion made by Supervisor Hoeft and seconded by Supervisor Krueger to receive and place on file. MOTION APPROVED UNANIMOUSLY.

County Clerk

26. Budget Status Financial Report for November 30, 2009:

Motion made by Supervisor Williams and seconded by Supervisor Hoeft to receive and place on file. MOTION APPROVED UNANIMOUSLY.

Child Support Agency – No agenda items.

Other:

27. Audit of Bills:

Motion made by Supervisor Theisen and seconded by Supervisor Krueger to pay bills. MOTION APPROVED UNANIMOUSLY.

28. Such Other Matters as Authorized by Law:

Motion made by Supervisor Theisen and seconded by Supervisor Hoeft to adjourn at 8:15 p.m. MOTION APPROVED UNANIMOUSLY.

Respectfully submitted,

Lisa M. Alexander
Recording Secretary

November 9, 2009

TO THE HONORABLE CHAIRMAN AND MEMBERS
OF THE BROWN COUNTY BOARD OF SUPERVISORS

Ladies & Gentlemen:

RESOLUTION REGARDING
CHANGE IN TABLE OF ORGANIZATION
DEPARTMENT OF ADMINISTRATION /
INFORMATION SERVICES

WHEREAS, the present Department of Administration Table of Organization includes the Information Services Department; and

WHEREAS, a motion was made for the Information Services Department to become a stand alone department with the Director of Information Services reporting to the County Executive; and

WHEREAS, it is recommended that the following Information Services positions become a stand alone department:

1 FTE Information Services Director	3 FTE Network Support Specialist
1 FTE Office Manager I	1 FTE Data/Telecom. Specialist
1 FTE System Administrator	1 FTE Network Support Clerk
1 FTE Management Information Coord. - PSC	1 FTE IT Client Support Specialist
1 FTE Management Information Specialist	1 FTE Applications Support Mgr.
1 FTE Network Support Manager	5.5 FTE Programmer/Analyst II

WHEREAS, it is further recommended that the Project Team managing the implementation of the new financial system remain under the Department of Administration's Table of Organization; and

NOW, THEREFORE, BE IT RESOLVED by the Brown County Board of Supervisors that it hereby approves Information Services becoming a stand alone department reporting to the County Executive; and

BE IT FURTHER RESOLVED that the Project Team managing the implementation of the new financial system will remain under the Department of Administration's Table of Organization; and


BE IT FURTHER RESOLVED that these changes to the Department of Administration and Information Services Table of Organization be effective January 1, 2010.

Fiscal Impact: None

Respectfully submitted,

EXECUTIVE COMMITTEE

Approved By:


COUNTY EXECUTIVE

Date Signed: 11/24/09

Final Draft Approved by Corporation Counsel

BOARD OF SUPERVISORS ROLL CALL # _____

Motion made by Supervisor _____

Seconded by Supervisor _____

SUPERVISOR NAMES	DIST. #	AYES	NAYS	ABSTAIN
WARPINSKI	1			
DE WANE	2			
NICHOLSON	3			
THEISEN	4			
KRUEGER	5			
HAEFS	6			
ERICKSON	7			
BRUNETTE	8			
ZIMA	9			
EVANS	10			
VANDER LEESE	11			
JOHNSON	12			
DANTINNE, JR	13			

SUPERVISOR NAMES	DIST. #	AYES	NAYS	ABSTAIN
LA VIOLETTE	14			
ANDREWS	15			
KASTER	16			
KNIER	17			
WILLIAMS	18			
FLECK	19			
CLANCY	20			
WETZEL	21			
MOYNIHAN	22			
SCRAY	23			
HOEFT	24			
LUND	25			
FEWELL	26			

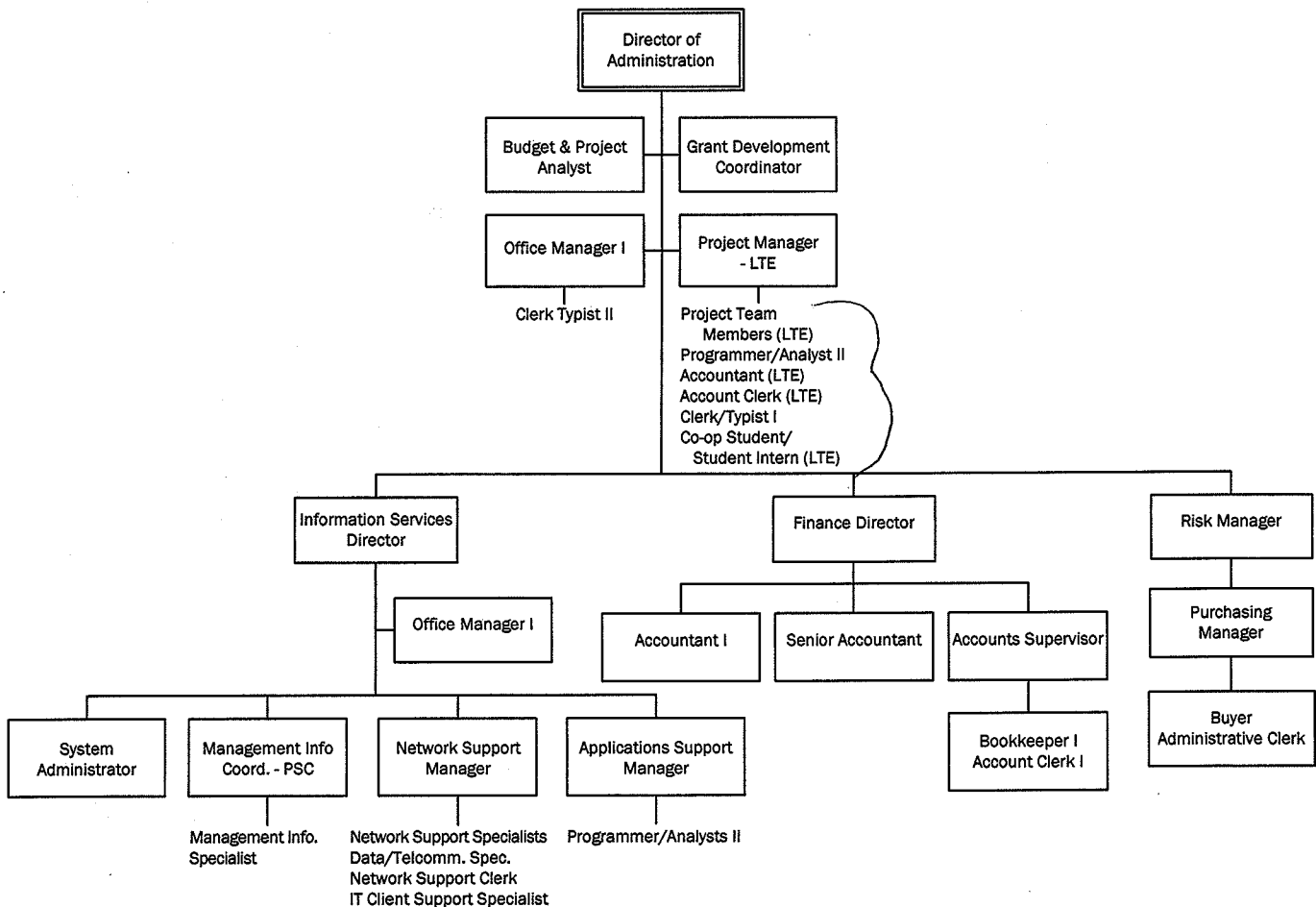
Total Votes Cast _____

Motion: Adopted _____ Defeated _____ Tabled _____

SUMMARY HIGHLIGHTS

Miscellaneous revenue decreased due to the reduction in Information Services chargebacks to County departments, which is a result of the elimination of a 1.0 FTE Software Support Specialist position in IS as well as the removal of the majority of printers from the 5-year replacement plan until a complete review and evaluation of County-wide printing and copying needs can be completed (see Policy Initiatives for more information). Other financing sources increased to reflect the full-year allocation of project staff for Phase II of the new financial system from the capital project budget to Administration; however, this was offset by the removal of carryover from 2009.

Personnel costs decreased mainly to reflect the changes in positions and FTEs from the departmental reorganization planned for 2010 (see Policy Initiatives for more information). These costs were also affected by cost-of-living wage increases and associated fringe benefits for existing staff; however, this was mostly offset as a result of adjustments to the health insurance plan which reduced costs for 2010. Operating expenses decreased slightly due to a drop in temporary replacement help, software maintenance agreement expenses and decreased printing costs; however, this increase was partially offset by the addition of new phones for the implementation of the County-wide voice-over IP phone system project (see Policy Initiatives for more information). Interdepartmental charges decreased to reflect a slight reduction in Information Services chargebacks.



Oneida Seven Generations Project
Oneida Seven Generations Project



Overview of Project:

We are organized and structured to develop, build and operate a recycling center in Oneida, WI that will recycle a multitude of used products. The non traditional - recyclable materials will be turned into energy, making Oneida recycling a state of the art recycling facility.

~We all need to do our part for future generations."

Fuel sources:

- Auto Shredder Fluff
- Magazines/Newspaper/Paper Products
- Municipal Solid Waste
- Plastic coated materials
- Coated Milk/Juice Cartons
- Leather
- Non - recyclable Plastics
- Polyethylene and Polyurethane
- Laundry Waste
- Tires and Rubber Products
- Waxy and Oil Wastes
- Wood Products
- Sewage Sludge (up to 70% Moisture)
- Agricultural Waste
- Carpet Scraps
- Food Industry Waste
- Animal Manures

Less Desirable Materials

- Wastes with >50% moisture and < 2000 BTU's per lb (for power production projects)
- Feedstock's containing high levels of PVC, Sulfur, Lead, Mercury or other heavy metals (case by case basis)
- Fine particulates (dusting issues)

The Pyrolytic Plant:

- Convert 150 tons of waste over a 24 hour period.
- Heat is applied to the retort and as the temperatures rises beyond 1500 degrees F, the organic molecules in the materials break down to form a low molecular weight hydrocarbon fuel gas.
- End of Pyrolysis phase the temperature above 1600 degrees F, and volatiles are driven off and only inert material and carbon char will remain in a solid phase.
- Solids are discharged and the syn-gas (hot gas stream) is transitioned to the Thermal Oxidizer.
- The material does not ignite due to the anaerobic condition of the process

The Thermal Oxidizer:

- High temperature chamber with a proprietary cone-burner which is maintained at a constant temperature and induces gaseous flow patterns with low resistance.
- All remaining VOC's are destroyed in the oxidation process along with any microscopic particles brought over from the thermal converter.
- This process of fully reacting the gases, creates an efficient and dynamic thermal flow

The Unique Features of this System Include:

- Reduction of the Waste Steam by up to 90% with the residual created of carbon char and inert materials that can be recycled at a profit.
- The system exceeds all EPA and California Clean Air emission Standards.

Social responsibility:

Job Creation

- The plant will employ between 24-30 persons

Currently

- The transfer station on highway 54 receives 600 tons of material per day.
- 1 waste removal truck holds 13 tons of material.
- 13 tons of waste will take up 307 cubic feet of landfill space.

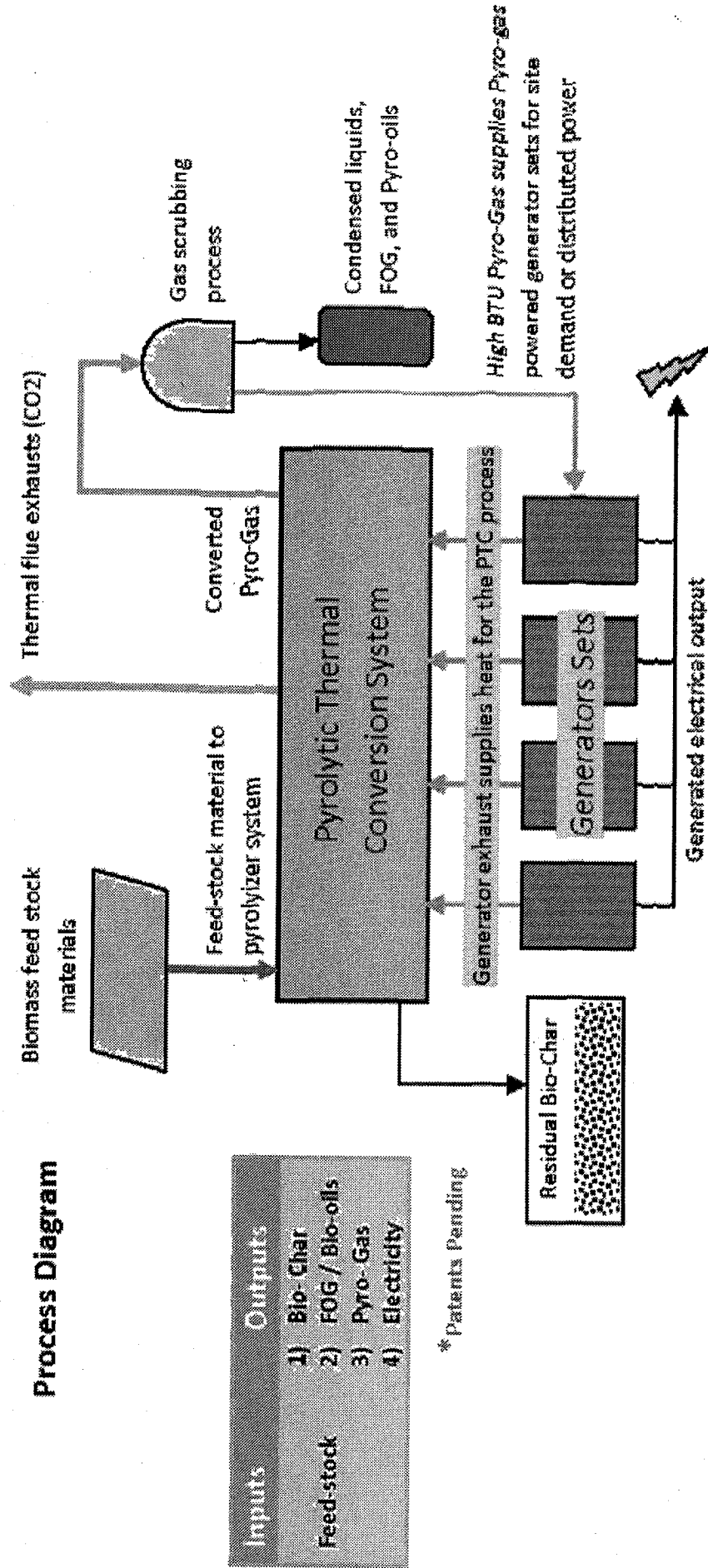
Proposed material usage:

- 5 Mega Watt system usages are 150 tons of waste material per day depending on btu value.

Space savings:

- 150 tons of material per day equates to 921,000 cubic feet of land fill space per year.
- After recycling process the 150 tons of material is reduces to 22.5 tons per day which equates to 138,150 cubic feet per year
- 85% in reduction of landfill space achieved

Process Diagram



1/28/2010

Director of Administration
Position/Salary Comparison

COUNTY	POPULATION	COUNTY BUDGET	POSITION TITLE	MIN. SALARY	MAX SALARY	POSITION DESCRIPTION	Min/Max with cost of Living Adjustment**
Brown	245,018	\$307 million	Director of Administration	\$78,899	\$93,978	Financial Operations, budget, purchasing, risk, auditing, bonding (10 yrs exp)	\$78,899 \$93,978

Oconto	37,529		Finance Director	\$62,720	\$76,455	NOT A COMPARISON Directs overall county planning, controlling of county wide financial and accounting functions, budget preparation, internal audits, debt administration requires 3-5 yrs of exp	
Manitowoc	80,641	\$71 Million				NOT A COMPARISON - Do not have a position that handles all these responsibilities.	
Fond Du Lac	99,243	\$118 Million	N/A	\$81,367	\$103,816	NOT A COMPARISON, position is involved in budget, resolutions, legislations, special projects, wellness and negotiations, does not supervisor finance or purchasing	
Sheboygan	114,561	\$ 146 Million	Finance Director	\$87,238	\$115,640	YES COMPARISON, Oversight for financial operations, budget, policy, bonding (5 yrs experience)	\$90,212 \$119,852
Marathon	130,962	\$154 million	Finance Director	\$74,997	\$96,847	YES COMPARISON: Financial management and administration, budgeting, bonding, risk management and insurance, internal auditing (5 yrs experience)	\$82,479 \$106,509
Rock	160,213	\$170 Million	Finance Director	\$88,092	\$107,010	YES COMPARISON, Oversight for accounting, financial, payroll and purchasing services for County depts. Preparation and monitoring of the County's annual budget, audits, monitors debt issuance. (5 yrs experience)	\$88,092 \$107,010
Winnebago	162,111	\$100 million	Finance Director	\$66,566	\$104,286	YES COMPARISON Development and management of all financial and fiscal functions, accounting, budgeting, investments, risk management and internal auditing (5 yrs experience)	\$66,566 \$104,286
Outagamie	174,993	\$147 million	Finance Director	\$86,404	\$108,890	YES COMPARISON; County Wide financial operations, budget preparation, debt administration and cash management, risk management Position requires (10-15 yrs experience)	\$86,404 \$108,890
Waukesha	380,629	\$227 million	Director of Administration	\$121,888	\$144,843	YES COMPARISON, additional oversight for Facilities, Human resources, and record Management (6 yrs experience)	\$111,870 \$132,938
Dane	482,705	\$490 million	Director of Administration	\$120,521	\$120,521	YES COMPARISON: This position is contracted. Directs and coordinates services including finance, budget, internal audit, payroll, personnel and employee relations, risk mgmt, purchasing, information technology, real estate and facilities mgmt. (5 yrs experience)	\$118,718 \$118,718

TOTAL SALARY:

TOTAL SALARY NOT INCLUDING BC:

\$724,605	\$892,015
\$645,706	\$798,037

AVERAGE SALARY NOT INCLUDING BC:

\$92,244	\$114,005
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INCLUDING COST OF LIVING ADJUSTMENT:

\$92,049	\$114,029
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TOTAL SALARY NOT INCLUDING WAUKESHA:

(DOES NOT INCLUDE BROWN COUNTY)

MIN	MAX
523,818	\$653,194

MIN	MAX
\$532,471	\$665,265

AVERAGE SALARY NOT INCLUDING WAUKESHA:

(DOES NOT INCLUDE BROWN COUNTY)

\$88,745	\$110,878
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* Total salary excludes non-comparable positions

Facility and Park Management

2009 Facility Accomplishments

Facility Services Include:

- Facility planning and engineering
- Project management
- Energy management and climate control
- Preventative maintenance
- Repair and emergency services
- Housekeeping
- Laundry
- Grounds maintenance
- Vehicle maintenance
- Building security and lock services
- Mail
- Records management
- Copy center services

Services are monitored through a computerized facilities management program to assure control of priorities and efficient labor utilization.

2010 Milestones

5 Years

- John Machnik

10 Years

- Paul Danielski

15 Years

- Gary Bukouricz
- Wade Grenke

20 Years

- Jon Rickaby
- Bill Roskams

25 Years

- Rita Price
- Greg Neville

30 Years

- Mary Paque

Retirements

- Jerry Czech 32 years

Document Center

Copy Center

- Received and processed 3,490 copy requests
54% hard copy
46% electronically
- Produce 4,361,911 black and white copies
- Produced 267,103 color copies
- Design, set-up & print all new forms for the CTC, produce new receipt books, perforate statements, numerous certificates, Printed final 2009 budget books
- Implemented ways for cost savings to departments

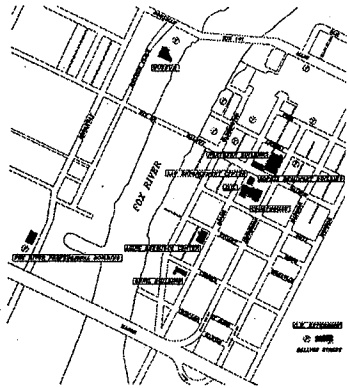
Records Management

- Presently storing 6,846 boxes and open files 118,433 at Sophie Beaumont, others at Old Packers Hall of Fame Bldg and ARMES
- Processed 1,729 new records boxes (Sophie Beaumont?)
- Destroyed 655 boxes (Sophie B?)
- Check in-out 12,016 of files for C.O.C. and 430 files for Child Support

Mail Receiving and Delivery

- Processed all incoming mail and UPS deliveries (500,000 pieces)
- Processed all incoming deliveries for Facility and I.S
- Processed 646,888 outgoing letters and 49,671 flats

Courthouse Square Buildings



Sophie B



Court House



Northern Building



Denil



Law
Enforcement



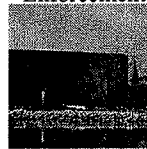
Aging Resource



Work Release



UW-Extension

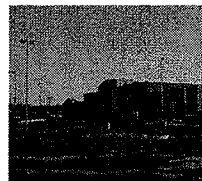
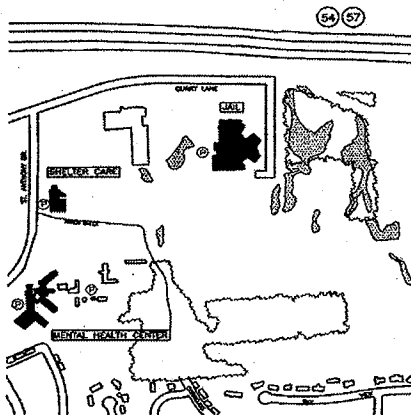


Neville Museum



Fox River
Professional

Bayview Campus Buildings



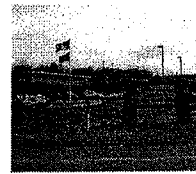
Jail



Shelter Care



Mental Health
Center

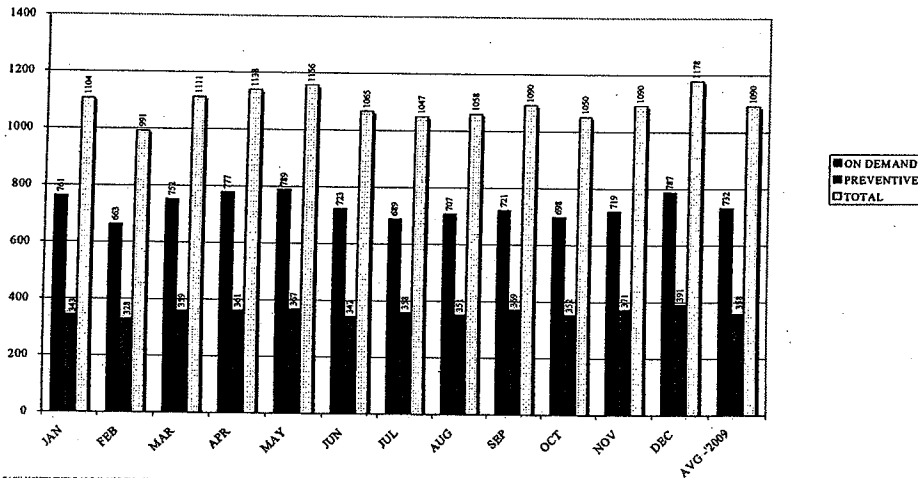


Community
Treatment Center

2009 Work Orders



FACILITY MANAGEMENT WORK ORDERS QUANTITY - 2009



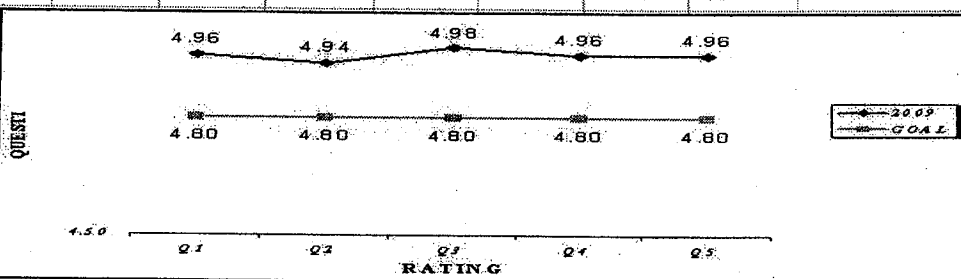
2009 Service Assessment



FACILITY MANAGEMENT SERVICE ASSESSMENT - 2009

GOAL = 4.80

YTD = 4.96



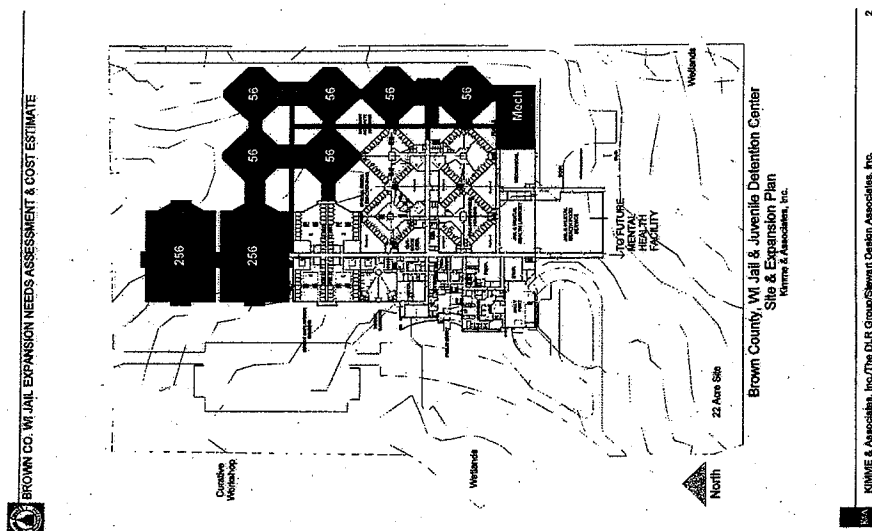
QUESTIONS ASKED

- Q1 Was your service request responded to in a timely manner?
- Q2 Did the facilities staff present themselves in a professional manner?
- Q3 Did the facilities staff complete the work efficiently?
- Q4 Was the work request completed to your expectations?
- Q5 Overall how would you rate the services provided to you by the Facility Management Department?

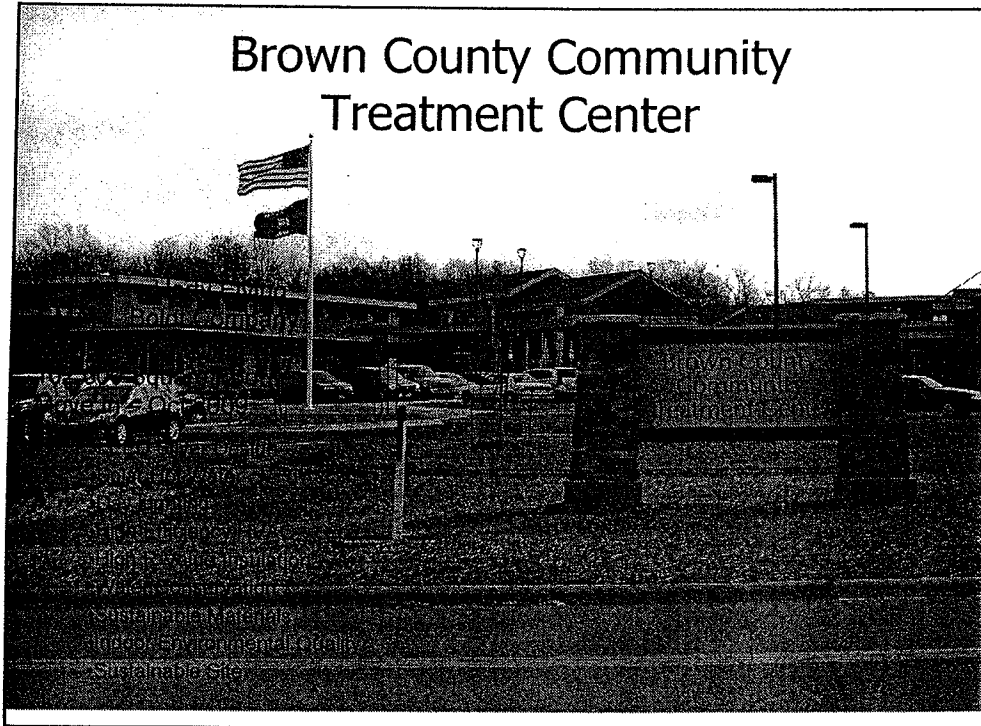
Survey cards are issued to the person requesting service. Facility Management takes great pride in providing the highest level of service. These survey cards have been an exceptional tool to increase our efficiency and productivity.

Customer Service Comments

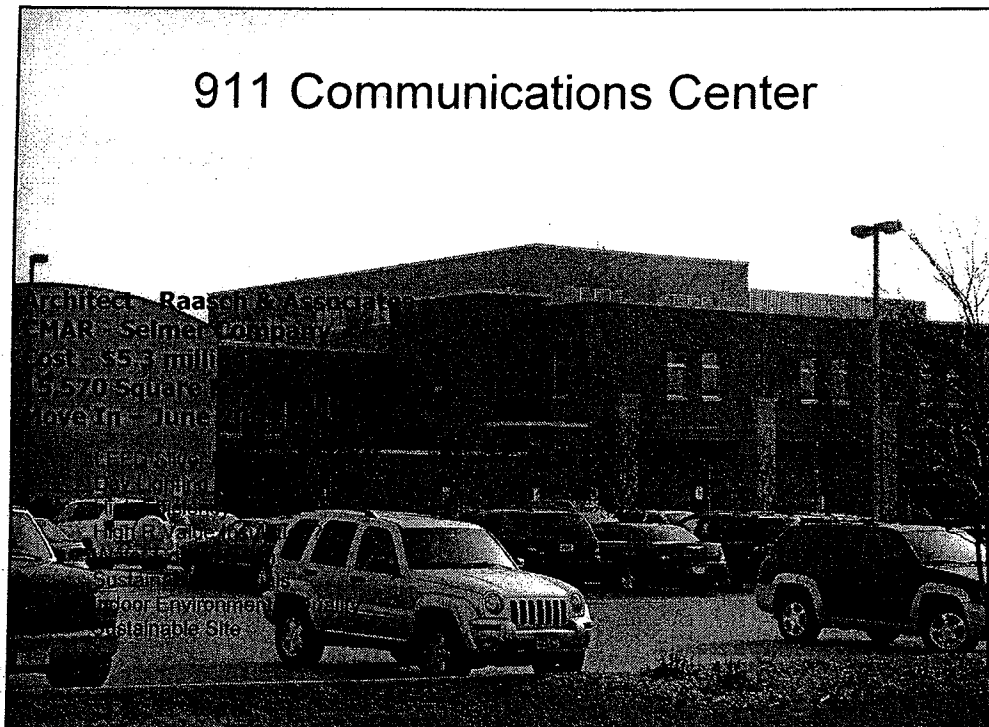
- Pat Witschel is always professional & does a great job!
- It's perfect!
- Pat Smits is always professional & friendly. He did a great job. It is exactly what I wanted.
- Thank You!
- Excellent service & work, not grouchy at all, very patient.
- Pat Smits is always professional, nice & efficient.
- Great FM Team!
- Did a good job putting up the shelf.
- Facilities Management is fantastic, excellent work & always positive.
- Karen does exceptional work & is super efficient. She is very accommodating and understanding. Don't know what we would do without her!
- That is quick work & they look great! Thank you so much. Always appreciate your courteous demure. You are great to work with.
- Gave good feedback on how to conserve on printing costs.
- Very fast response & friendly service, thanks!
- No complaints received!
- Thanks as always!
- Repaired promptly!
- Fantastic job! Thanks Greg & Mike!
- Wonderful service as always!
- Great job as always!
- As always Greg does a fantastic job supporting our events.
- Ballots were completed in a very timely manner.
- Thanks for the QUICK response by the Copy Center, especially appreciated with the BUDGET BOOKS, these girls rock!
- These two men are fabulous to work with and always go above and beyond.
- Job was done way beyond my expectations!
- Very efficient and friendly service, thanks much!



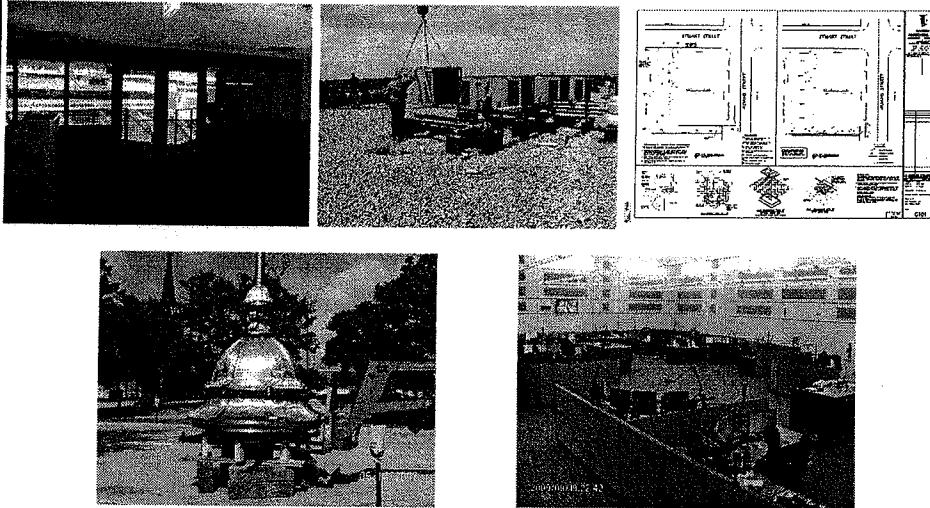
Brown County Community Treatment Center



911 Communications Center



2009 Projects



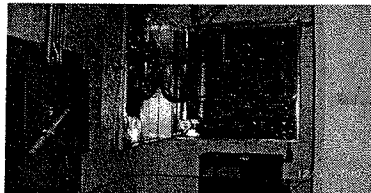
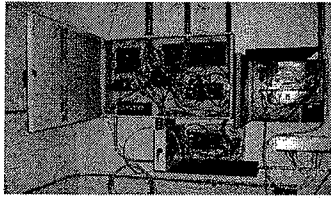
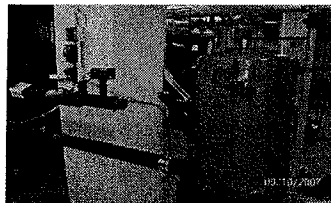
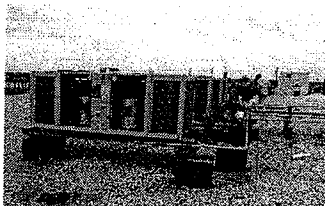
2009 Projects Completed

WRC

- Condenser
- Water Heater

Northern Building

- Break Room Ice Machine
- Card Access Upgrade
- Chiller Compressor Replacements

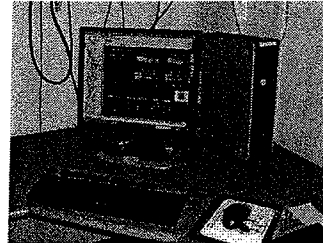


2009 Projects Completed

Sophie

Beaumont

- Human Services Change Center
- Building Control System
- Return Air Fan



2009 Projects Completed

Shelter Care

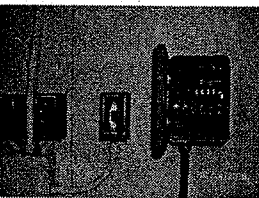
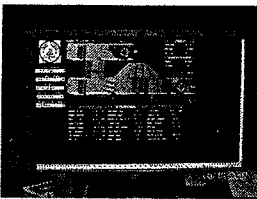
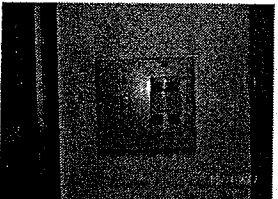
- Roof Replacement

Jail

- Combustion Air Vent
- Combustion Analyzer

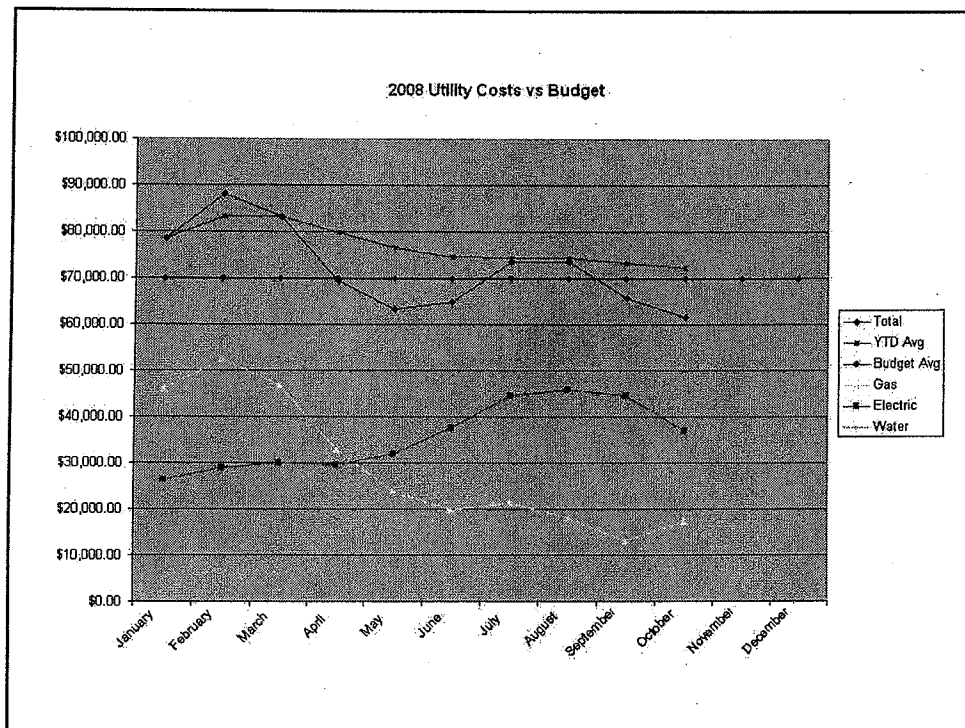
General

- Occupancy Sensors
- BAS Review
- Timers on Water Heaters



BCCTC

- Low Moisture Extractor
- 16' x 16' storage shed



Green Initiatives

- Brown County Buildings
 - Automated Building Controls
 - Lighting
 - HVAC
 - Water
 - Roof Replacement
 - Housekeeping Schedule
 - Office Equipment and Appliances
 - Recycling Program
 - Green Cleaning
 - Green Design
- Other Initiatives